

**INFORMATION TECHNOLOGY COMMITTEE
MINUTES
December 7, 2005**

PLACE: Room 119

TIME: 9:00 A.M.

ITC MEMBERS ATTENDING: Hovell, Crary, Penn, Ginsberg, Gray, Adams, Berry, Lovello, Shea, Agresta, Klein, Plehaty, Dever

Mr. Hovell called the meeting to order at 9:00 a.m. and introduced Heather Shea and Joan Agresta. He added that Jerry Goersch will soon join the ITC from the Technology Foundation.

Approval of Minutes

Mr. Penn made a motion to approve the ITC meeting minutes of October 5, 2005 as written. Mr. Crary seconded that motion, and the minutes were approved.

2006 ITC Meeting Schedule

Mr. Hovell confirmed that meetings are scheduled for the first Wednesday of every month except for January, which was moved to January 11th. Mr. Gray made a motion to approve the schedule. Mr. Penn seconded that motion, and the schedule was approved as modified. Mr. Ginsberg is to file with the Town Clerk and post on the web.

Update on Town Activities

Mr. Crary then updated the group on Town technology initiatives. He said that the Town has three major projects in process. The first is CityView implementation. He said that Mr. Ginsberg and Ms. Mason are the key people on this project, and Mr. Ginsberg will update the ITC on progress later in this meeting.

The second major Town project is e-connect, which is going well. The Town hopes to have this up-and-running in time for selling dump stickers in the spring.

The third Town project is the web site. A meeting was held in November. A Steering Committee was established, consisting of: Armour, Coghlan, Ginsberg, Buch, Sillars, Berry, Cameron, Sgammato, and someone from the IT Department. Only 1-2 meetings will be held between December & March. The work will be decentralized using Dreamweaver and Contribute software. Software training will occur in spring. The Town will be using a new domain name – *darienct.gov*. Ms. Klein said that a future project of “follow-up” software for work orders and complaints may be considered. Financial forecasting software is also being considered, although the price is high.

Mr. Hovell noted that Ms. Agresta runs a small software company – customer relationship management software. Ms. Agresta said that she would be willing to assist the Town if they consider purchasing such software in the future.

Channel 79

Mr. Dever updated the group on the hardware for the projection booth for Room 206 and the Auditorium of Town Hall. Videotaped meetings will be saved to DVD and given/stored at the Library. There needs to be a volunteer base for camera operators.

Library Activities

Mr. Gray said that there are 6-7 blogs now in effect. Jim Cameron posted information on Cablevision on the Town blog site. The Library is hopeful to start IM in February. This is seen as more efficient than e-mail. Planning for the new library building continues.

CityView

Mr. Ginsberg said that the CityView implementation is on schedule. Training has been set for the first week in February, and will be held in the IT Training room of Town Hall. He added that only the Building Department and Planning and Zoning Department have been included in Phase I, and he expects that Phase II will have more focus on the Fire Marshal, Department of Public Works, Health Department and Assessor.

Police Department

Chief Lovello updated the group on Police Department activities. The web site has been updated. The file servers have been ordered.

Installation of Technology

Mr. Adams said that they are working on the video distribution system at Darien High School. All else is stable at the high school.

GIS

Mr. Ginsberg mentioned that Ms. Sarner continues to do work for the Town on an "as-needed" basis. This consulting arrangement has worked out very well.

There being no other business, the meeting was adjourned at 9:45 A.M.

Respectfully submitted,

Jeremy B. Ginsberg